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VOICE TRACER

DVT2500

DVT2700

EN **User manual**

PHILIPS

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# 1 Important safety information

Do not make any adjustments and modifications that are not described in this manual. Follow all safety instructions to ensure proper operation of the device. The manufacturer assumes no liability for damages resulting from non-compliance with the safety instructions.

## 1.1 Safety instructions

- Protect the device from rain or water to prevent a short circuit.
- Do not expose the device to excessive heat caused by placing it on a heating device or in direct sunlight.
- Protect the cables from damage by being trapped, particularly at the plugs and where cables exit the housing.
- Back up your data and recordings. The manufacturer cannot be held responsible for any loss of data.
- Do not perform any maintenance operations that are not described in this user manual. Do not disassemble the device into its component parts to carry out repairs. The device may only be repaired in authorised service centres.

### 1.1.1 Batteries and rechargeable batteries

- Only use AAA batteries with the device.
- Never try to recharge alkaline or non-rechargeable batteries.
- Remove batteries or rechargeable batteries from the device if it will not be used for an extended period of time. The device can be damaged by leaking batteries or rechargeable batteries.
- Do not remove batteries or rechargeable batteries from the device while it is recording. If you do this, data may be damaged or lost. Device malfunctions may also occur.
- Batteries and rechargeable batteries contain substances that may pollute the environment. Used batteries and rechargeable batteries should be disposed of at an official collection point.

### 1.1.2 Memory cards

- The device supports microSD memory cards up to 32 GB in capacity.
- Make sure that the card has a sufficiently high data transfer rate. The manufacturer makes no guarantee for trouble free operation.
- Formatting a memory card erases all data on the card. The memory card must always be formatted in the device to ensure that the format is correct. Formatting the memory card using a computer can lead to eventual errors when reading or writing data.

### 1.1.3 Hearing protection

**Observe the following guidelines when using headphones:**

- Set the volume to a moderate level and do not use headphones to listen for excessively long periods of time.
- Be particularly careful to avoid adjusting the volume to a level that your hearing cannot deal with.
- Do not turn the volume up so high that you cannot hear what is going on around you.
- In potentially dangerous situations you must be very careful, or temporarily discontinue use.
- Do not use headphones while operating a motorised vehicle, cycling, or skateboarding, etc. You could be a hazard to yourself and other road users, and possibly be breaking the law.

### 1.1.4 Maximum sound power

- The manufacturer guarantees compliance with the maximum sound power of its audio players as determined by relevant regulatory bodies, but only with the original model of headphones supplied. If you need to replace these headphones, we recommend contacting your dealer to order the respective original Philips model.

### 1.1.5 Legal restrictions on recording

- The use of the device's recording function is subject to the legal restrictions that may apply in your country. You should also respect the privacy and personal rights of the third parties if you record talks or lectures.
- Please note that, in certain countries, you may be legally required to inform the person you are conversing with on the telephone that you are recording the conversation, or that the recording of telephone conversations is illegal. Please check if the use of such data is legal in your country prior to recording telephone calls.

# 2 About this user manual

You can find a quick overview of your device in the following pages. For detailed description, see the following chapters of this user manual. Read this user manual carefully.

## 2.1 Model-specific features and diagrams

This user manual describes a number of models of the device product range. Please note that some features are only available on certain models.

## 2.2 Symbols used

Tip

- This symbol identifies information that helps you to use your device more efficiently and simply.

Note

- This symbol indicates notices which you must observe when handling or operating the device.

Caution

- This symbol warns of damage to the device and possible data loss. Damage can be caused by improper handling.

Warning

- This symbol warns of danger to persons. Bodily injury or damage could be caused by improper handling.

# 3 Your recorder

We are delighted that you have chosen a Philips device. Visit our website for comprehensive support such as user manuals, software downloads, warranty information and much more: www.philips.com/dictation.

## 3.1 Product highlights

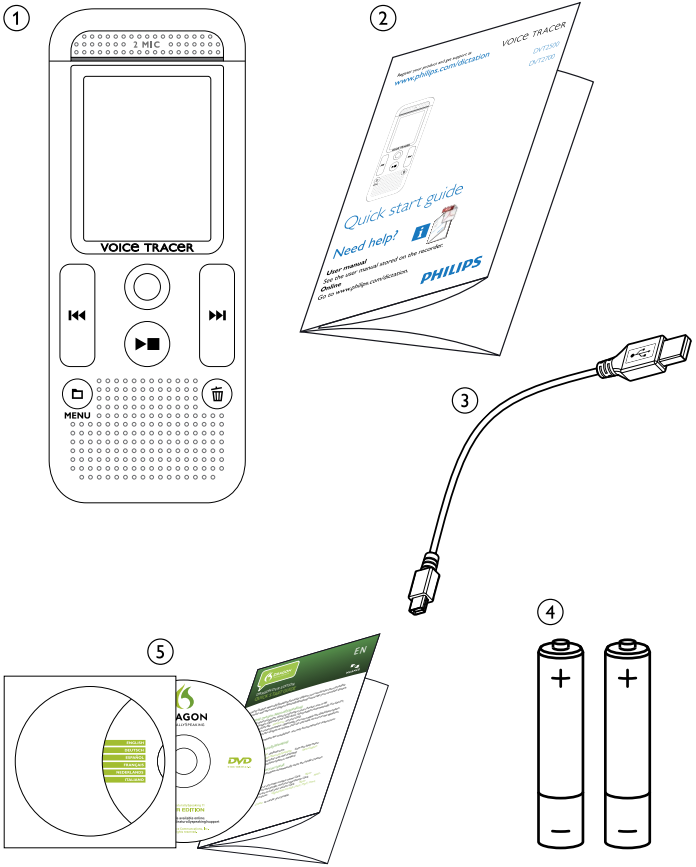
- Stereo recording in MP3 format for excellent sound quality
- ClearVoice for clear and natural reproduction of speech
- Voice-activated recording mode without pressing buttons (hands-free operation)
- Recording and power supply via a USB port for unlimited recordings
- Large color display for clear status information of recording
- Slot for microSD card for extra storage
- Calendar search to find all recordings quickly

## 3.2 Package contents

1. Device
2. Quick start guide
3. USB cable to connect to a computer
4. Two AAA batteries
5. DVT2700: DVD with speech recognition software

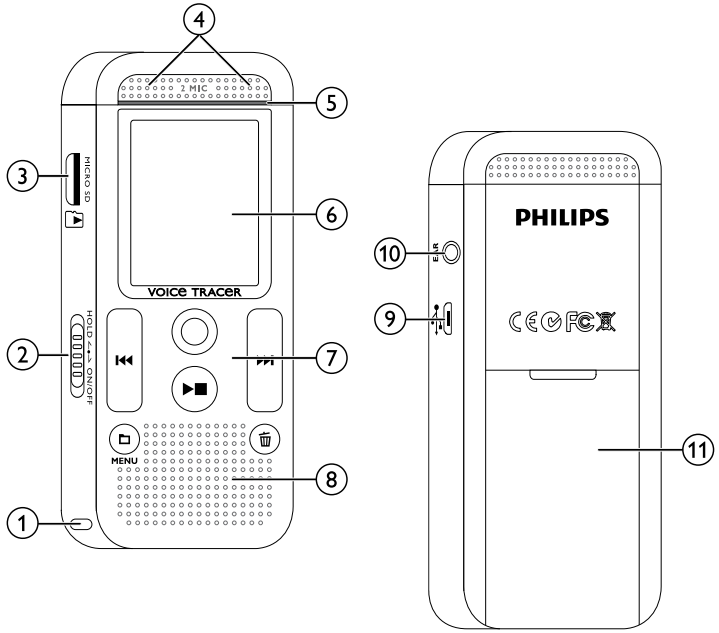
**Note**

- Please note that some individual components may not be included in delivery with your model. If any item is missing or damaged, please contact your distributor.



## 3.3 Product overviews

### 3.3.1 Front and rear sides




1. Eye for wrist strap
2. ON/OFF switch / HOLD (keypad lock)
3. Slot for memory card (microSD card)
4. Microphone
5. Status LED:
   Red – device is recording
   Green – device is playing back
   Orange – data is being transferred to/from the computer
6. Display
7. Operating panel with keys
8. Speaker
9. Micro USB port for computer connection
10. Headphone socket (stereo jack plug, 3.5 mm)
11. Battery compartment

### 3.3.2 Keys

① ■ Stop mode: short press: change folder, long press: Call menu functions (**MENU** key);
Recording with voice activation: adjust activation level;
Replay: adjust volume;
Menu navigation: call next menu register

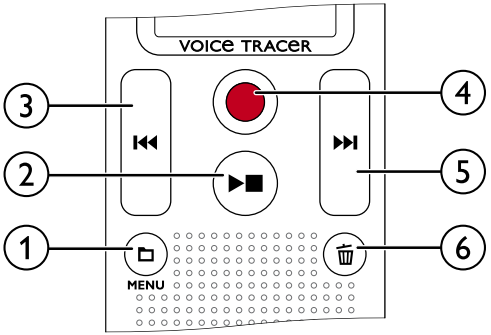
② ▶■ Playback recording (playback button);
End playback (Stop key);
End recording (Stop key);
Menu navigation: end menu

③ ⏮ Playback: short press: jump to the start, jump to the previous recording, long press: fast seek rewind mode;
Menu navigation: Select menu function, change value

④ ● Start recording (record key);
confirm selection

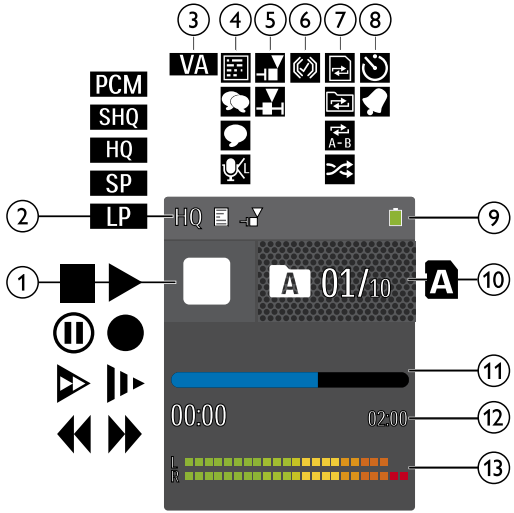
⑤ ⏭ Playback: short press: jump to the end, jump to the next recording, long press: fast seek forward mode;
Menu navigation: Select menu function, change value

⑥ 🗑 Delete recording (delete key)



## 3.4 Start-up screen

① ■ Playback: ▶ – Normal, ■ – Stop, ▷ – Slow, ▷▷ – Fast, ● – Recording, ⏸ – Recording paused, ◀◀ ▶▶ – Search
② HQ Set recording quality: PCM – PCM, SHQ – SHQ, HQ – HQ, SP – SP, LP – LP
③ VA – Voice activation switched on
④ Microphone sensitivity – Dictation, – Speech to text, – Conversation, – Zoom function: Lecture
⑤ Editing mode set: – Add recording, – Overwrite recording
⑥ – ClearVoice turned on (for better playback quality)
⑦ Set repeat mode / continuous loop: – Repeat file playback, – Repeat folder playback, – Repeat selection/sequence, – random repeat mode
⑧ – Timer on, – Alarm on
⑨ Battery charge level
⑩ A Selected folder, depending on the selected storage medium (A – internal memory, A – microSD card) / number of the current recording / total number of recordings in the folder
⑪ Position indicator of current playback/recording
⑫ Playback/recording duration, total time of recording
⑬ Playback/recording level of the right and left channels




Note

- The position and appearance of the symbols may vary, depending on the model, the mode and the selected functions.



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### 3.4.1 Menu overview

Note

- The symbol of the selected menu tab is highlighted in blue.

① **Folder and file menu:**
Find recording with calendar search
Split a recording
Repeat a file / repeat a sequence

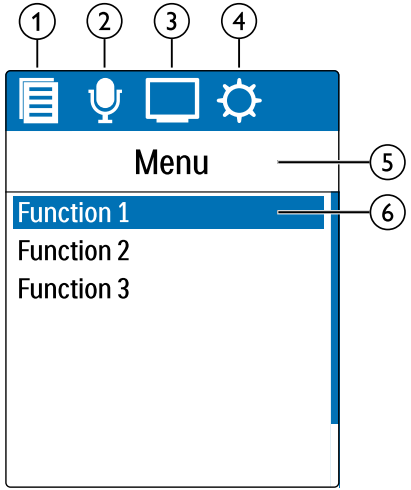
② **Recording settings:**
Creating a recording
Setting microphone sensitivity
Setting recording quality
Setting editing mode
Enabling/disabling silent recording
Setting the timer
Enabling/disabling voice-activated recording
Setting auto divide

③ **Display settings:**
Select language
Adjusting the display contrast
Adjusting the backlight
Setting demonstration mode

④ **Device settings:**
Set date & time
Enabling/disabling ClearVoice
AUTO-OFF
Alarm clock
Memory formatting
Enable/disable the recording indicator
Enabling/disabling key and signal tones
Set file location
Display device information

⑤ Title of the selected menu tab

⑥ List of available menu functions



# 4 First steps

Use the installation guide on the following pages to start using your device quickly and easily.

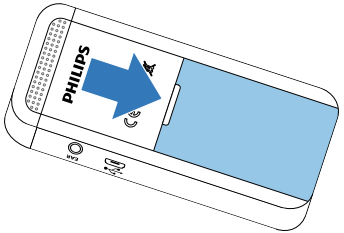
**Caution**

- Follow the instructions on handling the device, especially the batteries and rechargeable batteries (see also chapter 1.1.1 Batteries and rechargeable batteries, page 5).

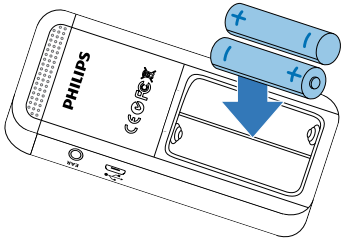
## 4.1 Inserting the batteries

Your device is supplied with two AAA batteries.

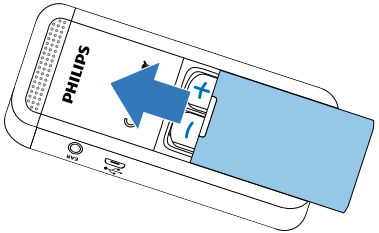
1 Slide the battery compartment cover downwards.




2 Insert the batteries or rechargeable batteries into the device as shown. Make sure the polarity is correct.

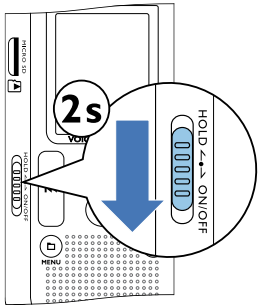



3 Close the battery compartment cover.



## 4.2 Power on/off

1 Slide the on/off switch on the side of the device downwards for approximately two seconds.
↳ The device turns on and the start-up screen is displayed.




2 To power off, pull down the power switch on the side of the device again and hold for about two seconds.

Note

- The device switches itself off automatically if no key is pressed within a pre-set period of time (see also chapter 8.3.3 AUTO-OFF, page 35).

## 4.3 Initial installation process

The initial installation process starts when first using the device or possibly if there has been a long interruption to the power supply. The date and time entered are saved with each recording as the recording time.

### 4.3.1 Select language

1 Press ⏮/⏭ to select the required display language.

2 Press the record key, ●, to confirm.

Note

- Your language might not be available. Select an alternative one.

### 4.3.2 Set date & time

1 Press ⏮/⏭ to select the required year.

2 Press the record key ●.

3 Press ⏮/⏭ to set the month.

4 Press the record key ●.

5 Press ⏮/⏭ to set the day.

6 Press the record key ●.

7 Press ⏮/⏭ to switch between the 12/24-hour system.

8 Press the record key ●.

9 Press ⏮/⏭ to set the hours.

10 Press the record key ●.

11 Press ⏮/⏭ to set the minutes.

12 Press the record key, ●, to confirm.

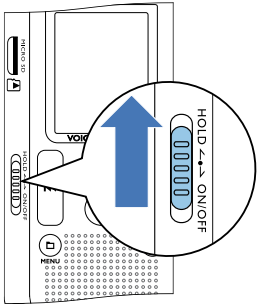
Tip

- You can change the language, date and time at any time using the settings menu (see also chapter 8.2.1 Select language, page 32) (see also chapter 8.3.1 Set date & time, page 34).

## 4.4 Enabling/disabling the keypad lock

The keypad lock deactivates all keys on the device. The timer function of the device continues to function.

1 Slide the HOLD switch up into the **HOLD** position to lock the keypad of the device.
↳ The display briefly shows On Hold and turns off.




2 Slide the HOLD switch down to the Off position to disengage the keypad lock.
↳ The display briefly shows Off Hold and turns off.

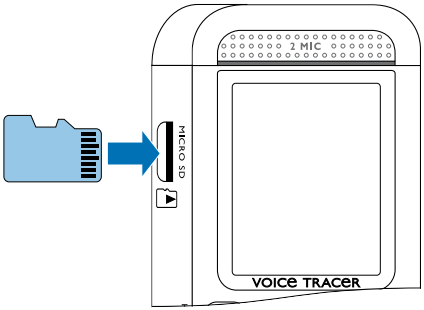
## 4.5 Insert microSD card

Caution

- Do not remove the memory card while recording is in progress. If you do this, data may be damaged or lost.

1 Flip the memory card slot cover to the side.

2 Insert the microSD card into the card slot with the contacts facing upwards.




3 Insert the memory card until it snaps into place.

4 To remove the card press the memory card slightly until the snapping mechanism unlocks and the card is ejected.

Note

- To ensure that the device stores the recordings on the memory card, you must switch from the internal memory to microSD memory card (see also chapter 8.1.1 Set file location, page 27). The display shows a folder icon which indicates where the recordings are currently being stored: A, B, C, D – internal memory, A, B, C, D – memory card.

## 4.6 Accessories

Depending on the type of the device, the product package may include various accessories. Additional accessories may be obtained directly from your retailer.

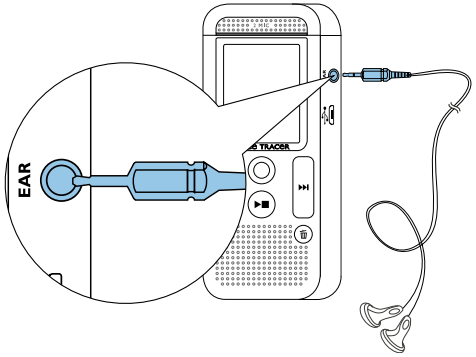
### 4.6.1 How to connect headphones

Warning

- Set the volume to a moderate level and do not use headphones to listen for excessively long periods of time. Exposure to intense sound can cause hearing damage. Observe the Hearing safety instructions (see also chapter 1.1.3 Hearing protection, page 6).

1 Turn down the volume of the device before you plug in the headphones.

2 Insert the stereo jack into the headphone connection **EAR** on the side of the device.




3 Turn up the volume until you reach a comfortable listening level. The speaker is switched off when headphones are connected.

## 4.7 Connecting to a computer

You can select one of the following options once you have connected the device to a computer

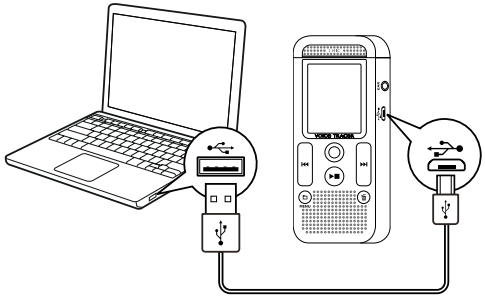
- **A USB mass storage device:** You can use the File Explorer to access the device data without installing additional software. It is automatically displayed as a mass storage device similarly to a USB memory stick or card. It is a convenient way to store, back up and and move files. (see also chapter 4.7.1 Transferring files from or to the device, page 19).
- **Power supply via USB:** Record while powered through USB without draining the battery. You can record until the memory is full.

Tip

- To start recording press the record key ● for at least two seconds while the device is connected to the computer.

1 Plug the USB connector into a USB port on your computer.

2 Insert the micro USB plug into the USB port on the bottom of the device.
↳ The device is displayed as a mass storage device in File Explorer.



Caution

- Do not disconnect the device from the computer while files are transferred from or to the device (the status LED indicator flashes orange when data is being transferred). This this may damage or corrupt the files.
- Do not format the drive of the device on a computer. If you want to delete all data, use the Format memory function (see also chapter 9.1.2 Memory formatting, page 37).

### 4.7.1 Transferring files from or to the device

You can use the File Explorer to access the device data without installing additional software. It is automatically displayed as a mass storage device similarly to a USB memory stick or card.

1 Connect the device to the computer as described.

2 Open File Explorer.
↳ The device will be displayed as a mass storage device named **PHILIPS**. The **Voice** folder on the device contains recordings.

3 Copy or move files to your computer or delete files to archive recordings and free up space on the device.

Caution

- Do not disconnect the device from the computer while files are transferred from or to the device (the status LED indicator flashes orange when data is being transferred). This this may damage or corrupt the files.
- Do not format the drive of the device on a computer. If you want to delete all data, use the Format memory function (see also chapter 9.1.2 Memory formatting, page 37).

### 4.7.2 Disconnecting from a computer

1 Select Eject USB in File Explorer.

2 Disconnect the USB cable from the computer.

# 5 Record

The device offers many features that you can use during recording or to improve the quality of a recording. Use the timer and the voice activation functions to start recording automatically.

## 5.1 Creating a recording

Before starting a recording, set the required recording quality and microphone sensitivity.

1 In stop mode (start-up screen), press ■ to select the desired folder for the recording.
↳ The following symbols will be displayed, depending on the selected location folder: A, B, C, D – internal memory, A, B, C, D – memory card displayed.

2 Point the built-in microphone toward the sound source and press ●.
↳ The record/play indicator lights red. The recording duration and the remaining recording time are displayed in the selected folder on the display.

3 Check the recording level/volume.

4 Press ● to pause recording.
↳ The record/play indicator will blink red.

5 Press the ● key to resume recording.

6 Press the ▶■ key to stop recording.
↳ The device returns to stop mode.

Note

- **Start a new recording:** To stop the current recording and start a new one, press ▶▶|.
- To prevent files becoming too big during a long recording, for example a meeting lasting several hours, you can automatically split recordings (see also chapter 8.1.8 Setting auto divide, page 31).
- Each folder can store up to 99 files. The size of the memory depends on the location folder and the quality of a recording (see also chapter 8.1.2 Setting recording quality, page 27).
  If the recording time or the number of files exceeds the available capacity, recording stops and a message is displayed. You can not make any more recordings. Delete the recordings which you no longer require, or connect the device to a computer and transfer the files to your computer.

Tip

- If you are to start a long recording session, replace or recharge the batteries before you begin. You can also connect the device to a computer using the USB cable. The device is supplied with power over the USB cable when connected to the computer and the batteries are not drained.

## 5.2 Starting recording automatically

You have two options to start automatic recording: Timer function and voice activation.

### 5.2.1 Use Timer function

You can use this function to start a recording at a specified date and time. The device can record from the device's microphone, the radio or an external sound source.

1 Customize the timer settings in the Settings menu and turn on the feature (see also chapter 8.1.6 Setting the timer, page 30).
↳ If this feature is on, the ⏲ icon is displayed. The device will start recording at a specified time. The device can be switched off at this time or the keypad can be locked.

### 5.2.2 Use voice activation

When voice-activated recording is enabled, recording will start when you begin speaking. When you stop speaking, the device will automatically pause recording after three seconds of silence, and resume only when you begin speaking again.
Use the voice activation level to set the volume at which the device should begin recording.

1 Customize the voice-activated recording settings in the Settings menu and turn on the feature (see also chapter 8.1.7 Enabling/ disabling voice-activated recording, page 30).
↳ If this feature is on, the VA icon is displayed.

2 Press the ● key.
↳ The devices switches to standby mode. The (⏸) symbol will be displayed. Recording will start when you begin speaking. When you stop speaking, the device will automatically pause recording after three seconds of silence.

3 Press the ▶■ key to stop recording.
↳ The device returns to stop mode.

Tip

- Press 🖿 and ⏮/⏭ during recording to adjust the voice activation level.

# 6 Playback

Tip

- Turn on the ClearVoice function for better playback quality. Quiet fragments are dynamically adjusted, making soft voices clearer and more understandable (see also chapter 8.3.2 Enabling/disabling ClearVoice, page 35).

## 6.1 Select a recording

1 Press ■ to select the desired folder while the device is stopped.
↳ The following symbols will be displayed, depending on the selected location folder: A, B, C, D – internal memory, A, B, C, D, ♫ – memory card displayed.

2 Press ▶▶I while the device is stopped.

① The position indicator jumps to the end of a file.

② The position indicator jumps to the start of the next file.

3 Press I◀◀ while the device is stopped.

① The position indicator jumps to the start of a file.

② The position indicator jumps to the end of the previous file.

### 6.1.1 Find recording with calendar search

The search function of the device provides a listing of all stored files sorted by the record date.

1 In stop mode (start-up screen), press ■/**MENU** for at least two seconds.

2 Press the record key, ●, to confirm.

3 Press I◀◀/▶▶I to select the desired day.

4 Press I◀◀/▶▶I to select the required recording.
↳ The first ten seconds of each highlighted file can be played as a preview.

5 Press ▶■ to playback the selected file.

## 6.2 Playing a recording back

Tip

- When the device is in the stop mode, playback will start with a three-second rewind. This function is especially helpful during transcription of recordings.

1 Select the required file as described.

2 Press ▶■ to playback the selected file.
↳ The record/play indicator will light green. The total playback time of the current file will be shown on the display.

3 Press ■ and adjust the volume with ⏮/⏭.

4 Press the ▶■ key to stop playback.
↳ The playback is paused at the current position. The device returns to stop mode. When you resume playback, it will start three seconds before the current position.

5 Press ▶■ to continue playback from the previous position.

6 Press ⏮/⏭ to jump to the start or the end of the file.

## 6.3 Adjusting playback speed

1 Press and hold the ▶■ key for at least two seconds during playback.

① This will switch the device to slow playback. The icon will be displayed.

② This will switch the device to fast playback. The icon will be displayed.

③ This will switch the device to normal playback. The ▶ icon will be displayed.

## 6.4 Quick search

You can scan backward or forward in the current file at a fast speed. This allows to find a specific part of the recording.

1 Press and hold the ⏮ or ⏭ buttons during playback or when the device is stopped
↳ to scan backward or forward in the current file at a fast speed.

2 Release the key
↳ to resume playback at the selected speed form the current position.

## 6.5 Repeat a file / repeat a sequence

You can automatically repeat playback of a certain file or entire folder (= endless loop).

1 In stop mode (start-up screen), press **/MENU** for at least two seconds.

2 Press **I◀◀/▶▶I** to select the function Repeat.

3 Press the record key, ●, to confirm.

4 Using either **I◀◀/ ▶▶I**, select whether you wish either the playback of an individual recording/file or a folder to repeat automatically.
↳ The symbol of the selected repeat mode is displayed on the display:
– repeat a file
– repeat all files in a folder
– random repeat mode

5 Press the record key, ●, to confirm.
↳ Playback of the recording or folder starts.

# 7 Edit & delete

You can overwrite part of a recording or insert a new one. You can split a large recording into separate files so that it can be easily edited. You can delete individual recordings from the device.

## 7.1 Edit a recording

### 7.1.1 Add to or overwrite a recording

You can edit an existing recording by overwriting a part of it or adding a new recording at its end. You can use the Overwrite mode to delete the existing recording from its current position!

Note

- When you edit, the recording quality of the original recording is used.

1 Set the required editing mode (see also chapter 8.1.4 Setting editing mode, page 29).
↳ The selected editing mode icon will be displayed.
– add a recording
– overwrite a recording

Caution

- You can use the Overwrite mode to delete the existing recording from its current position!

2 In stop mode (start-up screen) select the folder in which you wish to edit a recording by pressing ■.

3 Press ⏮/⏭ to select the recording that you wish to edit.

4 **Overwrite a recording** Play the recording up to the point where you wish to add a new part; use the quick search function.

5 Press the ● key to start recording the new part.
↳ The new file overwrites the rest of the recording or is added to its end, according to the editing mode set.

6 Press ● to pause recording.

7 Press the ▶■ key to stop recording.
↳ The device returns to stop mode.

### 7.1.2 Split a recording

Split a large recording into two separate recordings so that it can be more easily archived or transferred via e-mail, or to delete a section of the recording.

1 In stop mode (start-up screen) select the folder in which you wish to divide a recording by pressing ■.

2 Press ⏮/⏭ to select the recording that you wish to split.

3 To split a recording, play and stop at the position where the split should be made. Press the ▶■ key to stop the playback.

4 Press ■/**MENU** for at least two seconds.

5 Press ⏮/⏭ to select the function Split.

6 Press the record key, ●, to confirm.

7 Select OK by pressing ⏮/⏭.

8 Press the record key, ●, to confirm.
↳ The recording is split. Sequential file numbers are reassigned automatically.

## 7.2 Deleting recordings on the device

You can delete individual recordings from the device. Connect the device to a computer if you want to rename or delete entire folders.

**Caution**

- Only delete the recordings that you no longer need. Keep in mind that deleted recordings can not be recovered.

1 In stop mode (start-up screen) select the folder in which you wish to delete a recording by pressing ■.

2 Press ⏮/⏭ to select the recording that you wish to delete.

3 Press and hold the 🗑 key for at least 2 seconds.

4 Press ● to confirm the deletion.
↳ The recording is deleted. Sequential file numbers are reassigned automatically.

# 8 Settings

Press and hold the ■/**MENU** key for two seconds while the device is stopped (start-up screen) to enter the Settings menu..

Note

- Press the ▶■ key at the end of an operation to return to stop mode. Press the ▶■ key during the operation to cancel the operation without saving and return to stop mode.

## 8.1 Recording settings

### 8.1.1 Set file location

The display shows a folder icon which indicates where the recordings are currently being stored: A, B, C, D – internal memory, A, B, C, D – memory card.

1 In stop mode (start-up screen), press ■/**MENU** for at least two seconds.

2 Press ■ to select the device settings menu ⚙.

3 Press ⏮/⏭ to select the function Memory select.

4 Press the record key, ●, to confirm.

5 Press ⏮/⏭, to select if you want to save the files in the internal memory or on the microSD card.

6 Press the record key, ●, to confirm.

7 Press the ▶■ key to exit the menu.

Tip

- Press the ▶■ key to cancel the operation without saving and return to stop mode.

### 8.1.2 Setting recording quality

Use the recording quality settings to set the file format and the quality of the recording as the data rate (bit rate). The higher the recording quality the bigger the file and the less recordings you can create.

1 In stop mode (start-up screen), press ■/**MENU** for at least two seconds.

2 Press ■ to select the recording settings menu 🎙.

3 Press ⏮/⏭ to select the function Quality settings.

4 Press the record key, ●, to confirm.

5 Press ⏮/⏭ to select the required recording quality.
↳ The selected quality setting symbol is shown on the display.
PCM – highest quality, uncompressed, format: WAV, 1,411 kbit/s
SHQ – excellent quality, format: MP3, 192 kbit/s
HQ – high quality, format: MP3, 96 kbit/s
SP – above-average recording time: Format: MP3, 64 kbit/s
LP – longer recording time, format: MP3, 8 kbit/s

6 Press the record key, ●, to confirm.

7 Press the ▶■ key to exit the menu.

Tip

- Press the ▶■ key to cancel the operation without saving and return to stop mode.

### 8.1.3 Setting microphone sensitivity

You can customize the microphone settings to suit the recording conditions. Adjust the recording sensitivity to avoid recording background noises and to adapt to the recording environment.

1 In stop mode (start-up screen), press ■/**MENU** for at least two seconds.

2 Press ■ to select the recording settings menu .

3 Press ⏮/⏭ to select the function Mic sensitivity.

4 Press the record key, ●, to confirm.

5 Press ⏮/⏭ to select the required recording quality.
↳ The selected microphone/recording sensitivity symbol is shown on the display:
– Dictation – optimized setting for the recording of a sound source close to the device.
– Speech to text – optimized recording for subsequent editing using speech recognition software.
– Conversation – optimized setting for the recording of multiple sound sources in close proximity to the device.
– Lecture – optimized setting for the recording of a sound source at a larger distance.
Press the record key, ●, to confirm.

6 Press the ▶■ key to exit the menu.

Tip

- Press the ▶■ key to cancel the operation without saving and return to stop mode.

### 8.1.4 Setting editing mode

You can edit an existing recording by overwriting a part of it or adding a new recording at its end. You can use the Overwrite mode to delete the existing recording from its current position!

1 In stop mode (start-up screen), press ■/**MENU** for at least two seconds.

2 Press ■ to select the recording settings menu.

3 Press ⏮/⏭ to select the function Edit mode.

4 Press the record key, ●, to confirm.

5 Press ⏮/⏭ to select if you wish to add a new part to an existing recording, whether you want to delete a part of an existing recording and overwrite it, or turn off the function.
↳ The selected editing mode icon will be displayed.
– add a recording
– overwrite a recording

6 Press the record key, ●, to confirm.

7 Press the ▶■ key to exit the menu.

Tip

- Press the ▶■ key to cancel the operation without saving and return to stop mode.

### 8.1.5 Enabling/disabling silent recording

Use this function to turn off display indication, LED status, and the signal tones during a recording. This allows you to record while there is no visible indication on the display that a recording is being made.

1 In stop mode (start-up screen), press ■/**MENU** for at least two seconds.

2 Press ■ to select the recording settings menu.

3 Press ⏮/⏭ to select the function Silent recording.

4 Press the record key, ●, to confirm.

5 Press ⏮/⏭, to select whether you want to turn the function on or off.

6 Press the record key, ●, to confirm.

7 Press the ▶■ key to exit the menu.

Tip

- Press the ▶■ key to cancel the operation without saving and return to stop mode.

### 8.1.6 Setting the timer

You can use this function to start a recording at a specified date and time.

1 In stop mode (start-up screen), press ■/**MENU** for at least two seconds.

2 Press ■ to select the recording settings menu.

3 Press ⏮/⏭ to select the function Timer.

4 Press the record key, ●, to confirm.

5 Press ⏮/⏭ to select the function Set time, in order to set the time at which recording starts.

6 Set the date and time for the start of recording as described in (see also chapter 8.3.1 Set date & time, page 34).

7 Press the record key, ●, to confirm.

8 Set the date and time for the end of recording as described in (see also chapter 8.3.1 Set date & time, page 34).

9 Press the record key, ●, to confirm.

10 Press ⏮/⏭ to select the desired folder for the recording.

11 Press the record key, ●, to confirm.
↳ If this feature is on, the icon is displayed. The device will start recording at a specified time.

12 Press ⏮/⏭ to select the Off function, to turn off the timer.

Tip

- Press the ▶■ key to cancel the operation without saving and return to stop mode.

### 8.1.7 Enabling/disabling voice-activated recording

If voice-activated recording is enabled, recording session will start when you begin speaking. When you stop speaking, the device will automatically pause recording after three seconds of silence, and resume only when you begin speaking again.
Use the voice activation level to set the volume at which the device should begin recording.

1 In stop mode (start-up screen), press ■/**MENU** for at least two seconds.

2 Press ■ to select the recording settings menu.

3 Press ⏮/⏭ to select the function Voice Activation.

4 Press the record key, ●, to confirm.

5 Press ⏮/⏭ to select the function On.

6 Press the record key, ●, to confirm.

7 Press ⏮/⏭ to switch between voice activation level 1 (very sensitive, the device switches on at low volume) and level 9 (lowest sensitivity, the device turns on at higher volume). Press ⏮/⏭ when the device is in recording mode to adjust the voice activation level.

8 Press the record key, ●, to confirm.
↳ If this feature is on, the VA icon is displayed.

9 Press ⏮/⏭ to select the Off function, to turn off voice activation.

Tip

- Press the ▶■ key to cancel the operation without saving and return to stop mode.

### 8.1.8 Setting auto divide

You can automatically divide large recordings, such as a multi-hour meeting recording. Once the set time has been reached, the device stops the current recording and automatically starts a new one.

1 In stop mode (start-up screen), press ■/MENU for at least two seconds.

2 Press ■ to select the recording settings menu.

3 Press ⏮/⏭ to select the function Auto divide.

4 Press the record key, ●, to confirm.

5 Press ⏮/⏭, to select whether longer recordings are to be automatically divided after 30 or 60 minutes, or switch the feature off.

6 Press the record key, ●, to confirm.

7 Press the ▶■ key to exit the menu.

Tip

- Press the ▶■ key to cancel the operation without saving and return to stop mode.

### 8.1.9 Enable/disable the recording indicator

This function allows you to switch off the status LED.

1 In stop mode (start-up screen), press ■/**MENU** for at least two seconds.

2 Press ■ to select the device settings menu ⚙.

3 Press ⏮/⏭ to select the function Record lamp.

4 Press the record key, ●, to confirm.

5 Press ⏮/⏭, to select whether you want to turn the status LED on or off.

6 Press the record key, ●, to confirm.

7 Press the ▶■ key to exit the menu.

Tip

- Press the ▶■ key to cancel the operation without saving and return to stop mode.

## 8.2 Display settings

### 8.2.1 Select language

Note

- Your language might not be available. Select an alternative one.

1 In stop mode (start-up screen), press ■/**MENU** for at least two seconds.

2 Press ■ to select the device settings menu ▣.

3 Press ⏮/⏭ to select the function Language.

4 Press the record key, ●, to confirm.

5 Press ⏮/⏭ to select the required display language.

6 Press the record key, ●, to confirm.

7 Press the ▶■ key to exit the menu.

Tip

- Press the ▶■ key to cancel the operation without saving and return to stop mode.

### 8.2.2 Adjusting the display contrast

1 In stop mode (start-up screen), press ■/MENU for at least two seconds.

2 Press ■ to select the device settings menu ▣.

3 Press ⏮/⏭ to select the function Contrast.

4 Press the record key, ●, to confirm.

5 Press ⏮/⏭ to select the required display contrast.

6 Press the record key, ●, to confirm.

7 Press the ▶■ key to exit the menu.

Tip

- Press the ▶■ key to cancel the operation without saving and return to stop mode.

### 8.2.3 Adjusting the backlight

1 In stop mode (start-up screen), press ■/MENU for at least two seconds.

2 Press ■ to select the device settings menu ▣.

3 Press ⏮/⏭ to select the function Backlit.

4 Press the record key, ●, to confirm.

5 Press ⏮/⏭ to select from the following settings: Off, 8s, 20s, On.

6 Press the record key, ●, to confirm.

7 Press the ▶■ key to exit the menu.

Tip

- Press the ▶■ key to cancel the operation without saving and return to stop mode.

### 8.2.4 Setting demonstration mode

Using Demonstration mode you can display images on the screen.

Note

- The images, with the following properties, must be stored in the root directory of the device: File format: 24 bit .bmp; resolution: 128 × 160 pixels; File name: 01.bmp, 02.bmp, … .

1 In stop mode (start-up screen), press ■/MENU for at least two seconds.

2 Press ■ to select the device settings menu ▣.

3 Press ⏮/⏭ to select the function Demo Mode.

4 Press the record key, ●, to confirm.

5 Press ⏮/⏭ to select the function On.

6 Press the record key, ●, to confirm.
↳ If this feature is on, the saved images are output sequentially to the display.

7 Press the ▶■ key to end demonstration mode.

8 Press the ▶■ key to exit the menu.

Tip

- Press the ▶■ key to cancel the operation without saving and return to stop mode.

## 8.3 Device settings

### 8.3.1 Set date & time

The date and time entered are saved with each recording as the recording time.

1 In stop mode (start-up screen), press **■/MENU** for at least two seconds.

2 Press ■ to select the device settings menu ⚙.

3 Press ⏮/⏭ to select the function Date/time.

4 Press the record key, ●, to confirm.

5 Press ⏮/⏭ to select the required year.

6 Press the record key ●.

7 Press ⏮/⏭ to set the required month.

8 Press the record key ●.

9 Press ⏮/⏭ to set the required day.

10 Press the record key ●.

11 Press ⏮/⏭ to switch between the 12/24-hour system.

12 Press the record key ●.

13 Press ⏮/⏭ to set the hours.

14 Press the record key ●.

15 Press ⏮/⏭ to set the minutes.

16 Press the record key, ●, to confirm.

17 Press the ▶■ key to exit the menu.

Tip

- Press the ▶■ key to cancel the operation without saving and return to stop mode.

### 8.3.2 Enabling/disabling ClearVoice

Turn on the ClearVoice function for better playback quality. Dynamic emphasis on quiet passages to improve the intelligibility of quiet voices.

1 In stop mode (start-up screen), press ■/**MENU** for at least two seconds.

2 Press ■ to select the device settings menu ⚙.

3 Press ⏮/⏭ to select the function ClearVoice.

4 Press the record key, ●, to confirm.

5 Press ⏮/⏭, to select whether you want to turn the function on or off.
↳ If the feature is on, the ✓ icon is displayed.

6 Press the record key, ●, to confirm.

7 Press the ▶■ key to exit the menu.

Tip

- Press the ▶■ key to cancel the operation without saving and return to stop mode.

### 8.3.3 AUTO-OFF

The device switches off automatically if no key is pressed within a pre-set period of time. This saves power.

1 In stop mode (start-up screen), press ■/**MENU** for at least two seconds.

2 Press ■ to select the device settings menu ⚙.

3 Press ⏮/⏭ to select the function Auto off.

4 Press the record key, ●, to confirm.

5 Press ⏮/⏭, to automatically turn the device off after 5, 15, 30 or 60 minutes' inactivity.

6 Press the record key, ●, to confirm.

7 Press the ▶■ key to exit the menu.

Tip

- Press the ▶■ key to cancel the operation without saving and return to stop mode.

### 8.3.4 Alarm clock

You can use the device as an alarm clock or an appointment reminder. The alarm goes off or a selected file is played at a pre-set time.

1 In stop mode (start-up screen), press ■/**MENU** for at least two seconds.

2 Press ■ to select the device settings menu ⚙.

3 Press ⏮/⏭ to select the function Alarm.

4 Press the record key, ●, to confirm.

5 Press ⏮/⏭ to select the Set time function, to set the alarm time.

6 Set date and time as described (see also chapter 8.3.1 Set date & time, page 34).

7 Press the record key, ●, to confirm.

8 Press ⏮/⏭ to select the Set source function, to set the alarm signal.

9 Press ⏮/⏭ to select between an alarm signal or a selected recording of your choice to be played as an alarm sound.

10 Press the record key, ●, to confirm.
↳ If this feature is on, the ⏰ icon will be displayed.

11 Press ⏮/⏭ to select the Off function, to turn off the alarm.

Tip

- Press the ▶■ key to cancel the operation without saving and return to stop mode.

### 8.3.5 Enabling/disabling key and signal tones

1 In stop mode (start-up screen), press ■/**MENU** for at least two seconds.

2 Press ■ to select the device settings menu ⚙.

3 Press ⏮/⏭ to select the function Device sounds.

4 Press the record key, ●, to confirm.

5 Press ⏮/⏭, to enable/disable the key and signal tones.

6 Press the record key, ●, to confirm.

7 Press the ▶■ key to exit the menu.

Tip

- Press the ▶■ key to cancel the operation without saving and return to stop mode.

# 9 Service

Do not perform any maintenance operations that are not described in this user manual. Do not disassemble the device into its component parts to carry out repairs. The device may only be repaired in authorised service centres.

## 9.1 Service functions

### 9.1.1 Display device information

1 In stop mode (start-up screen), press ■/**MENU** for at least two seconds.

2 Press ■ to select the device settings menu ⚙.

3 Press ⏮/⏭ to select the function Information.

4 Press the record key, ●, to confirm.
↳ General device information is displayed on the screen: current date and time, remaining recording time in the selected memory, firmware version of the device.

5 Press the Stop key ▶■ to return to stop mode.

### 9.1.2 Memory formatting

Caution

- Formatting the memory deletes all recordings and files saved on the device.

You can use this feature to delete all data and format the selected memory.

1 Select the memory that you want to format (internal memory or microSD card memory) (see also chapter 8.1.1 Set file location, page 27).

2 In stop mode (start-up screen), press ■/**MENU** for at least two seconds.

3 Press ■ to select the device settings menu ⚙.

4 Press ⏮/⏭ to select the function Format memory.

5 Press the record key, ●, to confirm.

6 Select OK by pressing ⏮/⏭.

7 Press the record key, ●, to confirm.

8 Press ● to confirm the formatting.

9 Press the ▶■ key to exit the menu.

Tip

- Press the ▶■ key to cancel the operation without saving and return to stop mode.

## 9.2 Updating the firmware

Your device is controlled by an internal program called firmware. As a part of ongoing product maintenance, the firmware is upgraded and errors are corrected.
It is possible that a newer version (an "update") of the firmware has been released since you purchased the device. In this case you can easily update your device to the latest version.

Caution

- New batteries should be inserted into the device when updating the firmware, or the rechargeable batteries should be fully charged. This is to prevent the power supply being interrupted.

1 Connect the device to your computer as described (see also chapter 4.7 Connecting to a computer, page 18).

2 Download the firmware update for your model from the website www.philips.com/dictation onto your computer.

3 Copy the new firmware file to the root directory of the device.

4 Disconnect the device from the computer.

↳ The firmware is automatically updated. This will only take a few minutes. The device will then switch off.

Caution

- Wait until the firmware update is complete before calling up other device functions. Failure to properly update the firmware may result in the device malfunctioning.

## 9.3 Troubleshooting

| Problem | Possible cause/solution |
|---|---|
| The device does not turn on | • The batteries or rechargeable batteries are not inserted correctly.<br>↳ Check to ensure that the batteries or rechargeable batteries are correctly inserted. Make sure the polarity is correct.<br>• Batteries are empty.<br>↳ Replace or recharge the batteries. |
| The device does not playback recordings | • The keypad lock may be enabled.<br>↳ Slide the HOLD switch to the "Off" position.<br>• No recordings are saved in the device. |
| The device does not respond. | • Remove the batteries/rechargeable batteries and insert them again. |
| microSD card can not be selected as a recording location | • There is no memory card in the device.<br>↳ Insert a memory card into the device.<br>• Memory card is not formatted (file system FAT32).<br>↳ Format the memory card in the device. |
| I cannot hear anything from the speaker. | • A headset is connected to the device.<br>• The volume is at the lowest setting. |
| The recording session does not start | • Pre-recording or voice-activated recording mode may be enabled.<br>• The keypad lock may be enabled.<br>↳ Slide the HOLD switch to the "Off" position.<br>• The maximum number of recordings may have been reached or the available space for recording is full.<br>↳ Delete some recordings or move them to an external device.<br>↳ Select another location folder. |
| I cannot hear anything from the headphones. | • The headphones are incorrectly connected.<br>↳ Check the headphone connection.<br>• The volume is at the lowest setting. |

# 10 Appendix

**The information in this user manual has been produced to the best of our knowledge. It (particularly the technical data) may be modified or updated at any time without prior notice.**

## 10.1 Technical data

| Technical data | |
|---|---|
| Dimensions | 45 × 113 × 20 mm |
| Weight | 79 g (incl. batteries/rechargeable batteries) |
| Batteries | 2 × AAA alkaline batteries |
| USB connection | High-speed 2.0, Micro-USB |
| USB input | USB 5 V/DC ⎓, 500 mA |
| Headset connection | Stereo jack, 3.5 mm |
| Display | 1.77"<br>Resolution: 128 × 160 pixels |
| Internal memory | NAND-Flash, 4 GB |

| Technical data | |
|---|---|
| Memory card | microSD card<br>up to 32 GB SDHC |
| Recording format | PCM – WAV, 1,411 kbits/s<br>SHQ – MP3, 192 kbits/s<br>HQ – MP3, 96 kbits/s<br>SP – MP3, 64 kbits/s<br>LP – MP3, 8 kbits/s |
| Speaker | Frequency range: 70 – 15.000 Hz<br>Output: 110 mW |
| Recording time<br>Internal storage | PCM – 6 h<br>SHQ – 47 h<br>HQ – 94 h<br>SP – 141 h<br>LP – 1,135 h |
| Battery life | Recording in LP mode (built-in memory / microSD memory card)<br>Up to 50 h/25 h (alkaline battery) |
| Sampling rate | PCM/SHQ – 44.1 kHz<br>HQ – 32 kHz<br>SP – 22 kHz<br>LP – 16 kHz |

| Technical data | |
|---|---|
| System requirements | Operating system: Windows 8, 7, Vista, Mac OS X, Linux |
| Temperature | 5 °C – 45 °C / 41 °F – 113 °F |
| Humidity | 10% – 90%, non-condensing |

The conformity with the relevant EU directives is confirmed by the CE mark.

**Declaration of Conformity**
Speech Processing Solutions GmbH hereby declares that the devices DVT2500 and DVT2700 fully comply with the basic requirements and other relevant provisions of Directives 2006/95/EC, 2004/108/EC and 2009/125/EC.
A complete Declaration of Conformity for this product is available at www.philips.com/dictation.

This product was manufactured using high-quality materials and components which may be recycled and reused. Adhere to the applicable statutory provisions, and only dispose of these products at official collection points. The proper disposal of the device helps avoid potential adverse impacts on environment and health.

**Packaging:** Please observe the recycling and packaging provisions applicable in your country.
**Batteries:** Used batteries should be disposed of at an official collection point.

**Product:** The crossed dustbin symbol on your product indicates that special waste regulations shall apply to the electrical and electronic equipment contained therein.
In keeping with the provisions of the EU Directive relating to the disposal of waste electrical and electronic equipment and the protection of the environment and the health, old devices which are no longer required, may be disposed of as follows:
• Your dealer will take care of the old equipment when you buy a new device from him.
• Used devices should be disposed of at an official collection point.
Neither Speech Processing Solutions GmbH nor its affiliates shall be liable to the purchaser of this product or third parties with respect to claims for damages, losses, costs or expenses incurred by purchaser or third parties as a result of an accident, misuse or abuse of this product or unauthorized modifications, repair, modification of the product or failure to meet the operating and maintenance instructions provided by Philips.
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